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ABSTRACT

Prepared by an occupational analyst of the California Analysis Field Center, this publication is intended to suggest maximum flexibility in acquiring and organizing an occupational library. This is accomplished in sections which describe the purposes of an occupational library and provide suggestions for organizing the information, acquiring supplies and equipment, and keeping the information current. Also included is an annotated bibliography of basic and supplementary materials for the occupational library. Entries are arranged alphabetically by titles and contain publication information, cost, and brief annotation. The supplementary materials are further organized according to these categories: (1) General Additions, (2) Directories and Job Indexes, (3) Series Publications on Jobs, (4) Brochures published by Professional Associations, (5) Bibliographies of Occupational Information, (6) Civil Service Examination Announcements, (7) Recruiting Material Published by Employers, (8) Employment Trends, (9) Materials in Education and Training Relating to Occupations, (10) Materials in Testing and Job Getting, and (11) Training Materials. An alphabetical listing of the publications is included. (SB)

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SUGGESTIONS FOR DEVELOPING AN OCCUPATIONAL LIBRARY

Prepared by the

Occupational Analysis Field Center

July, 1972

State of California
Human Relations Agency
Department of Human Resources Development

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PREFACE

The information contained in this report was gathered and organized by A. M. Leslie Draper, occupational analyst of the California Occupational Analysis Field Center. The Field Center is one of eight occupational research centers in the United States which are established and maintained by the Manpower Administration of the U. S. Department of Labor, and are under the technical supervision of the Division of Occupational Analysis. The Center is a facility of the California Department of Human Resources Development.

The publication items included in this guide are among those known to the writer, used in the Field Center library, or found in other occupational libraries in which material was made available for review. Appreciation is extended to those employers and publishers who contributed recruiting material and publications lists. Many thanks are also due to the helpful staff members at the placement center libraries at Occidental College, University of California at Los Angeles, and the Counseling Center Occupational Library at University of California, Berkeley.

California Occupational Analysis Field Center
3223 West Sixth Street, Ninth Floor
Los Angeles, California 90020

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THE OCCUPATIONAL LIBRARY - WHAT IT IS AND WHAT IT DOES

An occupational library is a collection of printed material having to do with jobs. It should include such basic references as the four volumes comprising the Dictionary of Occupational Titles, with supplements, which provide a comprehensive and standardized job information system, and the Occupational Outlook Handbook, which reflects employment prospects and provides career information for over 800 jobs. The occupational library should include additional sources of information, such as books on occupations and job preparation, pamphlets, brochures, and printed material about specific jobs or fields of work, materials concerned with education relating to occupations, lists of civil service job opportunities, and bibliographies of publications having to do with occupations.

The occupational library may serve several purposes. It is a source of job information for vocational counselors, teachers, and others concerned with this field of knowledge in order to pass it along to students, counselees, or job applicants. It may be used by personnel staff members involved in management development or other in-plant counseling programs to assist employees with career planning. It is necessary as a source of data for those studying or doing research in occupations, and it can serve as a source of information for individuals who want to know about occupations in order to plan their own careers.

ARRANGEMENT OF CONTENTS IN THIS PUBLICATION

The material presented in this paper is intended to suggest maximum flexibility in acquiring and organizing an occupational library. Persons interested in establishing such a library are likely to have varying budgets, space and time limitations, and differing needs and interests.

The first section titled "Basic Materials for the Library" lists those items which are considered essential and serve as a logical core for an occupational library. Building upon these basic items, the library should be developed along lines best suited to the needs of those who will use it. Suggestions for this development will be found in the sections following the basic materials list. All entries are annotated to provide the reader with a brief summary of the publications' contents.

Prices of publications are listed when known in order to give the library planner a basis for estimating cost of a collection. However, it must be remembered that prices are subject to change, and that those included here may not be sufficiently accurate for use in making payment when ordering materials.

In preparing listings for inclusion here, an effort was made to provide a variety of kinds and sources of material. No attempt was made to include all available material in any given category. Inclusion here should not be considered an endorsement of the value of any piece of occupational information, as this is not the intent of the listing. Further, it is the opinion of the writer that the worth of any piece of occupational literature varies with the needs of the user, and the way in which the material is presented and used.

Occupational material is likely to decline in value with age. Most publications included are no more than two or three years old. Exceptions to this have been made when more recent publications on the subject are unavailable. These items are considered usable only with constant evaluation, and written changes when necessary, by someone familiar with the occupation or group of occupations. A number of undated pieces of occupational literature have been included with the assumption that they would require evaluation in relation to their intended use by the individual responsible for gathering material for the library.

The occupational materials included have been grouped or categorized for convenience in listing and for purposes of discussion. However, all are likely to serve more than one purpose. For example, while the Dictionary of Occupational Titles is a basic reference volume for job classification in many libraries, it is also useful as counseling information when needed, particularly when other material on an occupation is lacking.

Newspaper items on industrial development projects are business news in the paper, but may become valuable occupational information when clipped out and combined with other related job data in the appropriate file of the occupational library. And civil service examination announcements may be useful long after the examination has been given, as indications of usual qualification and typical duties of certain jobs.

An alphabetical listing of the titles of all publications suggested in this guide has also been included at the end of the report for the reader's quick identification of items.

BASIC MATERIALS FOR THE OCCUPATIONAL LIBRARY

Dictionary of Occupational Titles, Vol. I, Definitions of Titles, 1965, U.S. Department of Labor, Government Printing Office, Washington, D.C. 20402.
Price: $7.75

Lists titles and basic definitions for 21,741 different jobs. Tells the "what, why, and how" of most jobs in the U.S. economy. It is the standard reference work for occupational definitions. Titles are listed in alphabetical order.

Dictionary of Occupational Titles, Vol. II, Occupational Classification, 1965, U.S. Department of Labor, Government Printing Office, Washington, D.C. 20402.
Price: $6.75

Organizes all jobs in Volume I into useful groupings which show important relationships that exist among jobs in terms of:

- -similar technology (the Occupational Group Arrangement)
- -similar worker requirements (the Worker Traits Arrangement)
- -similar industrial settings (the Industry Arrangement of Titles)

The Worker Traits Arrangement in this volume consists of 114 job clusters or "families" called Worker Trait Groups. All jobs in any given cluster make similar requirements on workers. These Worker Trait Groups are extremely useful in vocational counseling and career development. Volume II also provides valuable indexes for understanding the Data-People-Things relationships in jobs and the individual Worker Trait requirements of Training Time, Aptitudes, Interests, Temperaments, Physical Demands, and Working Conditions.

Occupational Outlook Handbook, 1972, U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $6.25

Discusses employment prospects for over 800 jobs of general interest. Provides a basic for comparing career possibilities in terms of nature of the work; location of employment; training, other qualifications, and advancement; employment outlook; and earnings and working conditions.

Selected Characteristics of Occupations, A Supplement to the Dictionary of Occupational Titles, 1966 (Supplement #1)
U.S. Department of Labor, Government Printing Office, Washington, D.C. 20402.
Price: $2.25

Lists all jobs in Volume I in numerical order by occupational code number and provides the following specific Worker Trait requirements for each job:

-physical demands made upon workers
-typical working conditions encountered
-general educational development needed
-amount of specific vocational training required

The arrangement of jobs in this Supplement corresponds with the Occupational Group Arrangement in Volume II. Supplement #1 also identifies the Worker Trait Group page number in Volume II for each job in the Dictionary.

Selected Characteristics of Occupations, Supplement 2 to the Dictionary of Occupational Titles, 1968, U.S. Department of Labor, Government Printing Office, Washington, D.C. 20402.
Price: $1.50

Rearranges all jobs and all Worker Trait information from Supplement #1 according to the 114 Worker Trait Groups. The Groups are listed by the page number in Volume II where they appear. Within each Group listing in Supplement #2 the jobs are further arranged in numerical order by the degree of strength required to perform each job, i.e., first all "Sedentary" jobs are listed in numerical order followed by all "Light" jobs, then "Medium, "Heavy", and finally "Very Heavy" jobs. This supplement is very useful in dealing with the problem of transferability of skills especially in working with handicapped clients. It also enables the user to view in one place the individual Training Time (GED and SVP) requirements, Physical Demands, and Working Conditions of all jobs in each Worker Trait Group. The arrangement of jobs in this Supplement corresponds with the Worker Traits Arrangement in Volume II.

ADDITIONS TO THE OCCUPATIONAL LIBRARY

Supplemental materials incorporated into an occupational library will prove to be especially useful. If kept current, they provide timely and authoritative information about jobs. Many of these printed materials are attractively designed and easy to read.

Additions to the basic occupational library should be planned to fit the uses for which the library is being developed. For instance, a library which will be used by adult job seekers should contain directories and indexes with employer addresses, information on advanced training programs, outlook in various occupational fields, and information on preparation of resumes, test-taking, and on job searches. Occupational libraries planned for student use generally need all of these items and in addition much material on education, technical schools, university and graduate programs of study, scholarships, basic training programs, and initial career planning. Whatever the intended use, the librarian or person responsible will need to review materials and material lists and select those items which meet the specific needs of the majority of users.

GENERAL ADDITIONS

Agricultural Service Jobs, 1971, Occupational Analysis Field Center, P.O. Box 2209, Madison, Wisconsin 53705.

Discusses various agricultural fields of work, organization of typical establishments, outlook and jobs.

Alternate Jobs for Aerospace Workers, Examples of Civil Service Employment Opportunities, 1971, Occupational Analysis Field Center, Los Angeles, California. Price: Free Order from State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, California 95814. (Department of Human Resources Development orders should be made on DE 1904A Rev. 1 (10-69.)

Lists summaries of various civil service jobs and basic minimum qualifications for them, with a cross-reference to college degree or field of professional experience.

Alternate Jobs for Aerospace Workers, Examples of Employment Opportunities in Private Industry, 1972, Occupational Analysis Field Center, Los Angeles, California. Price: Free Order from State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, California 95814. (Department of Human Resources Development orders should be made on DE 1904A Rev. 1 (10-69.)

Lists summaries of various jobs in private industry suitable for workers with engineering and science backgrounds and basic minimum qualifications for them, with a cross-reference to college degree or field of professional experience.

Annual Register of Grant Support, 1971, Alvin Renetzsky, Editor, Academic Media, Orange, N.J.

Guide to grant support programs of government agencies, foundations, and business and professional organizations. Provides data on kind of grants made.

Anthropologists and What They Do, 1965, Margaret Mead, Franklin Waters, Inc., 575 Lexington Avenue, New York 10022.
Price: $3.95

Graphic and interesting account of work of anthropologist. Recounts personal experiences of author and discusses various jobs in the field.

Auto Assembly Jobs, 1971, Occupational Analysis Field Center, P.O. Box 2209, Madison, Wisconsin 53701.

Provides an introduction to the automobile industry and a short history of the "horseless carriage." Discusses production level jobs in small and large assembly plants. Graphic and contains many pictures.

Beef & Dairy Cattle Raising Jobs, 1970, Occupational Analysis Field Center, P.O. Box 2209, Madison, Wisconsin 53705.

Gives background information on cattle raising and includes information on jobs.

Careers in Hotel Management, 1971, Virginia B. McDonnell, Simon & Schuster, Inc., 1 West 39th Street, New York 10018
Price: $4.50

Provides a good picture of the operation of a hotel. Written in a very readable and interesting style.

Career Opportunities, 1969, Career Information Service, New York Life Insurance Company, Box 51, Madison Square Station, New York 10010.
Price: Free

Contains data on 57 occupations or work areas ranging from accountant to mineral industry. Includes forecast and training information.

Career Opportunities for Technicians and Specialists, J. G. Ferguson Publishing Company, 6 North Michigan Avenue, Chicago, Illinois 60602.
Price: (5 Volume Set) $35.80

Volumes Concentrate on the areas of Engineering Technicians; Agricultural, Forestry, Oceanographic Technicians; Health Technicians; Marketing, Business and Office Specialists; Community Service and Other New Specialists. Provides Information for career planning, qualification, and training.

Challenging Careers in the Library World, 1970, Vanya Oakes, Simon & Schuster, Inc., 1 West 39th Street, New York 10018.

Provides information on library operations as a whole and the jobs fpund in libraries.

Employment Opportunities in Law Enforcement, Annual, State of California, Department of Justice, Commission on Peace Officer Standards and Training, 714 P Street, Room 1508, Sacramento, California 95814.

Gives entry requirements, salary information and promotional opportunities currently in effect in most city and county law enforcement agencies and some State law enforcement agencies.

The Encyclopedia of Careers and Vocational Guidance, Vols. I and II, 1967, Doubleday & Company, Inc., Garden City, New York.
Price: $30.00

Volume I gives general information about jobs, preparation for work and job hunting. Volume II contains information about specific jobs and fields of work.
Note: It is believed (but could not be verified) that a revision of this is in progress and will be published by Garrett Park Press, Garrett Park, Maryland.
Price: $26.95

Facing Facts About Career Opportunities for the High School Graduate, 1969, The Prudential Insurance Company of America, Public Relations and Advertising Department, 5757 Wilshire, Los Angeles, California 90036.
Price: Free

Gives background information on career planning and brief summaries of entry level jobs which do not require college training as qualification.

Facing Facts About Preparing for Your Future, Prudential Insurance Company of America, Public Relations and Advertising Department, 5757 Wilshire, Los Angeles, California 90036.
Price: Free

Prepared as a guide for high school students, counselors, and parents. Discusses universities, and four and two year colleges, technical institutes and private schools offering vocational studies only, and making educational choices. Contains self-inventory chart and information on financing education.

Fruit and Vegetable Processing Jobs, 1970, Occupational Analysis Field Center, P.O. Box 2209, Madison, Wisconsin 53705.

Provides industrial and occupational information on jobs in fruit and vegetable processing.

A Glossary of Labor Market Terminology, 1972, Southern California Employment Data & Research, State of California, Department of Human Resources Development, 1525 South Broadway, Los Angeles, California 90015.

Defines selected terminology frequently used in material referring to or produced by current manpower programs.

A Guide to the Evaluation of Educational Experiences in the Armed Services, 1968, American Council on Education, Washington, D.C.

Evaluates military training in terms of college credit. Includes recommendations for number of units which could be allowed by a college for specific military training courses, and gives a brief explanation of the course content.

Health Careers Guidebook (Revision expected Fall of 1972) 1965, U.S. Government Printing Office, Washington, D.C. 20402.

Gives general information on health careers, more specific data on fields of work, individual jobs and training required.

Job Descriptions and Organizational Analysis for Hospitals and Related Health Services, 1970, United States Department of Labor, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $4.25

Gives detailed descriptions of jobs and includes usual education and training requirements, worker traits, and job relationships.

Job Guide for Young Workers, 1969, U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $1.50

Groups jobs and provides information on them from the standpoint of the entry level worker. Contains basic information on industries and provides information on how to find work. National in standpoint.

Jobs in the Plastics Industry, 1970, Occupational Analysis Field Center, P.O. Box 2209, Madison, Wisconsin 53705.

Gives background information on plastics and data on production jobs. Includes trends and forecasts.

Jobs in Ship and Boat Building, 1972, Occupational Analysis Field Center, P.O. Box 2209, Madison, Wisconsin 53705.

Gives brief background and history of ship and boat building and discusses production level jobs in building fiberglass, aluminum, and wooden boats.

Malt Liquor Industry Jobs, 1970, Occupational Analysis Field Center, P.O. Box 2209, Madison, Wisconsin 53701.

Gives background and history of malt industry and discusses production level jobs in beer making.

Manpower (monthly journal of Manpower Administration) U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.
Note: This publication is free to personnel of the national and regional Manpower Administration Offices and, by special arrangement, the State Employment Security agencies. It is also available on subscription at $5.50 (50¢ a copy) a year from the Superintendent of Documents.

Contains articles on manpower projects and related subjects and a listing of current publications in the field.

Military-Civilian Job Comparability Manual, Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs).

Lists military jobs in the Army, Navy, Marine Corps, and Air Force and gives titles of comparable civilian jobs. Includes short descriptions of the job duties and the specialty.

Occupational Analysis of Computers in Medical Sciences, 1969. U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $ .45

Describes jobs involved in the use of computers in medical sciences and includes worker characteristics information.

Occupational Manpower and Training Needs, Bulletin 1701, 1971, U.S. Department of Labor, Superintendent of Documents, United States Government Printing Office, Washington, D.C. 20402.
Price: 75¢

Gives projections of occupational needs and information on training programs. Includes information on relating training to occupational needs.

Occupational Outlook for College Graduates, 1971, U.S. Department of Labor, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Provides information on the nature of various professional fields of work, training requirements, earnings and working conditions.

Occupational Outlook Quarterly, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Subscription price per year (4 issues) $1.50

Contains articles on jobs and labor market conditions, current demand, and seasonal changes.

Occupations in Electronic Computing Systems, 1972, U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.

Provides information on occupations in the electronic data processing and computer field. Includes usual educational requirements and worker characteristics.

Occupations in the Field of Library Science, 1966. U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.
(Note: This brochure is in the process of being revised and will be available in late 1972.)

Provides occupational descriptions, special worker characteristics, and working conditions for occupations in libraries.

Occupations in Numerically Controlled Metal-Cutting Machining, 1968. U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $ .45

Defines this field of work and gives occupational information on jobs included in it.

Occupations and Trends in the Dairy Products Industry, 1970. U.S. Department of Labor, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $ .75

Gives industrial information on the dairy industry and on the jobs involved. Includes training and forecast data.

Overseas Opportunities for American Educators, 1971, Mathies, Lorraine and Thomas, William G., CCM Information Corporation, New York, N.Y.
Price: $8.95 (New edition expected to be available in spring 1973)

Gives general information on careers for educators in countries outside the continental United States. Includes names of potential employers and data on specialties most in demand.

DIRECTORIES AND JOB INDEXES

Directories and job indexes make very helpful additions to the occupational library, and can be used as a source of employer addresses, hiring patterns, and usual qualification requirements for specific jobs. For some purposes, they are likely to go out of date quickly. Some are also costly, and it may be preferable to locate them when needed in a public or university library.

The importance of the yellow pages of telephone directories should not be overlooked as a source of job information. The classification system used provides a workable job-related employer information system.

California Manufacturers Register, Annual, Times Mirror Press, Los Angeles, California 90023.
Price: $45.00

Provides information on manufacturing trends in California and census and statistical data on California manufacturers. Lists manufacturers alphabetically, giving address, Standard Industrial Classification number, names of company executives, and information on product and employment. Provides geographical and products-and-services cross-reference lists.

Career Opportunity Index, Professional Edition, Career Research Systems, 7812 Edinger Avenue, Suite 219, Huntington Beach, California 92647.
Price: $2.00

Published biannually with a supplement (price.25¢) listing current job openings. Printed on the 1st and 15th of each month. Contains profiles of employers (Southern California only) including names of personnel and employment staff, purpose of company operation, requirements for employment, job opportunities, and employment benefits. All listings relate to employment requiring four years of college. Includes a cross-reference to occupational area.

Career Opportunity Index, Vocational Technical Edition, Career Research Systems, 7812 Edinger Avenue, Suite 219, Huntington Beach, California 92647.
Price: $2.00

Published biannually with a supplement (price.25¢) listing current job openings. Printed on the 1st and 15th of each month. Contains profiles of employers (Southern California only) including names of personnel or employment staff, purpose of company operation, requirements for employment, job opportunities, and employment benefits. All listings relate to employment requiring four years of college. Includes a cross-reference to occupational area.

College Placement Annual, Annual, College Placement Council, Inc., Post Office Box 2263, Bethlehem, Pennsylvania 18001.

Contains information on the occupational needs anticipated by 2,000 corporate and governmental employers who normally recruit college graduates. Provides brief profile of company, purpose of company operations, and degreed personnel being sought. Indicates which employers are interested in experienced personnel as well as recent graduates. Provides occupational and geographic cross-referencing lists.

Directory of Manufacturers, Greater San Francisco Chamber of Commerce, San Francisco, California.
Price: $5.00

Lists manufacturers in the San Francisco Bay Area. Includes product manufactured and principal officers of company.

Engineering Careers Edition, Index of Employment Opportunities, 1971, Post Office Box 2236, D. R. Goldenson & Co., Princeton, New Jersey 08450.
Price: $9.95

Provides information on employers in the United States, including field of specialization and employment needs.

Engineering Careers With Consulting Firms, 1970, D. R. Goldenson & Co., Post Office Box 2236, Princeton, New Jersey 08450.
Price: $4.50

Lists companies engaged in engineering consulting. Includes data on qualifications and cross-references to engineering specialties and geographic locations.

Index of Opportunity for Engineers, 1970, D. R. Goldenson & Co., Post Office Box, Princeton, New Jersey 08540.
Price: $34.95

Lists more than 1,000 profiles of engineering employers in the United States. Includes data on types of positions in engineering, qualifications, and names of personnel people.

Index of Opportunity in Nursing and the Allied Health Professions, 1972, D. R. Goldenson & Co., Princeton, New Jersey 08450.

Lists data on employers of health services personnel and their employment needs.

Professional Careers Edition, Index of Employment Opportunities, 1971, D. R. Goldenson & Co., Princeton, New Jersey 08450.
Price: $9.95

Provides brief descriptions of 750 employer organizations engaged in architecture, computers, libraries, hospitals, and schools and their employment needs. Includes occupational and geographic cross-references.

Teaching Opportunities for You, Association for School, College and University Staffing, Communication and Services Center, Inc., 14 East Chocolate Avenue, Hershey, Pennsylvania 17033.

Published annually. Contains material on schools and teaching in general. Most of the space is filled with advertising from schools and school districts seeking personnel.

The Big 700, San Francisco Chamber of Commerce, San Francisco, California.
Price: $5.00

Lists more than 700 major corporations with a net worth of $1,000,000 or more, headquartered in San Francisco and the Bay Area. Includes names of principal officers and an indication of size of economy.

SERIES PUBLICATIONS ON JOBS

Several series publications on specific jobs are available, some by public agencies, others by private publishers. Each leaflet in the series is likely to deal quite specifically with a single job or small group of related jobs. Some are prepared with the declared intent of describing the job and related demand and working conditions in a given geographic area, others consider it from a broader or national standpoint.

Although not related specifically to jobs, series publications on small business can be helpful when used in relation to certain jobs. The United States Government, Small Business Administration publishes a series on small business which includes general information on starting and managing businesses, and more specific data on a number of kinds of small businesses. Most of these leaflets are available from the Superintendent of Documents, Government Printing Office, Washington, D.C. at less than $1.00 each.

Bank of America also produces a series on small business called the Small Business Reporter. This series includes such leaflets as Apparel Retailing, Auto Parts and Accessory Stores, and Coin Operated Dry Cleaners. These are available free of charge and give information on the need for experience, financing, industry trends, how to get started, and franchise operations.

Career Guides for Entry Occupations (series), Occupational Analysis Field Center, Los Angeles, California. Order from State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, California 95814. (Department of Human Resources Development orders should be made on DE 1904A Rev. 1 (10-69.) Single copies free.

Describes entry jobs usual to a given industry, and gives possible career or advancement routes. Demand and forecast information relates primarily to the State of California. Designed primarily for use by vocational counselors. Currently includes guides for the industries of banking, telephone communications, air transportation, data processing, electrical utilities, merchandising, insurance, food service, printing, and fire protection.

Mini-Guides (series), State of California, Department of Human Resources Development, 800 Captiol Mall, Sacramento, California 95814.
Price: Free

Abbreviated job guides containing information on what the worker does, the usual hours for the work, pay, benefits, and qualifications. All are printed in both English and Spanish.

Occupational Exploration Briefs, (series) Science Research Associates, 259 East Erie Street, Chicago, Illinois 60611.
Price: Per copy $ .66

Presently consist of 400 briefs which contain information about the history of an occupation, duties involved, general working conditions, qualifications and training required, and employment outlook. Titles range from High School Teachers and Hotel and Motel Workers to Optometrists and Opthalmogist. Some briefs deal with a specific occupation while others discuss workers in an industrial area.

Occupational Guides (series of over 400), State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, California, 95814. (Single copies are available on request by title and serial number and are free of charge. If ordering more than one title, list them in numerical order.)

Describes selected jobs and provides local labor market information including employment outlook, salaries and hours, entrance requirements, and usual ways to obtain training. Regional in standpoint and prepared for specific locales in California.

BROCHURES PUBLISHED BY PROFESSIONAL ASSOCIATIONS

This is a valuable source of information about jobs. Much of it is easily available and free of cost. The Occupational Outlook Handbook provides a listing of professional associations at the end of each occupational section. The names and addresses of the associations are included. A card or letter of request will usually bring current information on the occupation, including preparation for entry, usual range of salaries, typical benefits offered, and demand outlook. It should be remembered that this kind of information is prepared from a national standpoint and may vary from local labor market conditions.

If the name of an appropriate professional association is not available in Occupational Outlook, it almost always can be found in The Encyclopedia of Associations.[1] This publication is expensive to purchase, but can be found in the reference section of most large libraries. The volume lists associations in groups such as Trade, Business and Commerce, Agriculture, Government, Scientific, Educational, and so on.

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[1] The Encyclopedia of Associations, Vol. 1 (National Organizations of the United States) 1972, Gale Research Company, Book Tower, Detroit, Michigan 48226.

Careers in Agronomy, American Society of Agronomy, Crop Science Society of America, and the Soil Science Society of America, 677 South Segoe Road, Madison, Wisconsin 53711.

Gives career information including typical entry level job opportunities on occupations in the field of agronomy.

Career Opportunities in Public Works, American Public Works Association, Education Foundation, 1313 East 60th Street, Chicago, Illinois 60637.

Gives information on public works as a field in which to work, describes career opportunities, and preparation.

Careers in Property and Liability Insurance, 1972, Insurance Information Institute, 110 William Street, New York, New York 10038.

Describes career opportunities in the field of property and liability insurance. Includes descriptions of a number of jobs and careers in the insurance industry.

Careers in Protection Engineering, Society of Fire Protection Engineers, 60 Batterymarch Street, Boston, Massachusetts 02110.

Describes briefly what a fire protection engineer does, and provides information on opportunities, availability of training, and scholarships.

A Career in Traffic Engineering, Institute of Traffic Engineers, 2029 K Street, N.W. Washington, D.C. 20006.

Describes the work of traffic engineers, training requirements and methods of locating employment.

For Career Opportunities Explore the Wonder World of Ceramics, American Ceramic Society, 4055 North High Street, Columbus, Ohio.

Defines the field of ceramic engineering, its scope, current uses, kinds of jobs available in the industry, and usual qualifications.

Medical Record Librarians, 1970, Health Manpower Council of California, #1 Camino Sobrante, Orinda, California 94563.

Provides information on what medical record librarians do, qualifications usual in the occupation and forecast data.

Who in the World Wants to be a Librarian?, The American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

Gives briefs on the careers of several librarians, and data on educational requirements for entry into the occupation.

BIBLIOGRAPHIES OF OCCUPATIONAL INFORMATION

Bibliographies of occupational publications are very helpful in developing an occupational library and in locating specific material about occupations. They help the librarian to up-date the library, and to maintain an acquaintance with a variety of current publications in the field. One standard reference work has been for many years, Gertrude Forrester's Occupational Literature, but other smaller and less formal bibliographies contain valuable information on occupations. The listing of occupational publications produced by the Center for Studies in Vocational and Technical Education, Industrial Relations Research Institute, The University of Wisconsin, Madison, Wisconsin, is very comprehensive.

Other organizations which fund programs in occupational counseling or research sometimes provide useful lists of materials. One of these is the W. E. Upjohn Institute for Employment Research, 300 South Westnedge Avenue, Kalamazoo, Michigan, 49007.

The "Publications" list which appears near the back cover of each issue of "Manpower" is also a good source of information on new occupational material.

United States Government Printing Office publications lists often include useful information on occupational studies. It is possible to be placed on their bi-weekly mailing list and receive "Selected United States Government Publications" which is a listing of recent publications, some of which deal with occupations and related subjects. Material listed is often quite inexpensive (under 50¢). The United States Government Printing Office Price lists are also useful bibliographies of Federal Government publications in certain fields such as Labor, Social Services, Occupations, and Education.

Check List of Labor Market Information, 1971, Southern California Research and Statistics Unit, State of California, Department of Human Resources Development, 1525 South Broadway, Los Angeles, California 90015.

Provides list of titles and brief summaries of reports on labor market conditions relating to California and the Southern Area.

Counselor's Guide to Manpower Information, 1968, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $1.00

Note: The age of this publication limits its usefulness, but it gives excellent references which could lead to locating up-dated copies or editions.
A selected bibliography of occupational materials published by both Federal and State agencies.

Counselor's Information Service, Published Quarterly, B'nai B'rith Career and Counseling Services, 1640 Rhode Island Avenue, N.W. Washington, D.C. 20036.
Price: Subscription $7.00 per year.

This is an annotated bibliography of current literature on educational and vocational guidance.

Guide to Federal Career Literature, 1971 Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402.
Price: 40¢

Serves as a convenient reference guide to Federal recruiting literature. Contains brief descriptions of 224 publications from 46 different departments and agencies.

Guide to Local Occupational Information, 1969, U.S. Department of Labor, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

This publication is a directory of selected state employment studies intended to provide current local occupational information for use in designing training programs, counseling, and related purposes. It lists occupational guides produced by the various states and occupational guidance publications covering selected industries.

Health Manpower, An Annotated Bibliography, 1972, American Hospital Association, Division of Careers and Recruitment, 840 North Lake Shore Drive, Chicago, Illinois 60611.

An annotated bibliography divided into special areas which lists items of information relating to career counseling, career programs, health manpower, medical corpsmen, and physician's assistants.

Occupational Literature, An Annotated Bibliography, 1971, Gertrude Forrester, H. W. Wilson Company, New York.
Price: $15.00

Lists publications having to do with occupations in order by job title, and in some cases, field of work.

CIVIL SERVICE EXAMINATION ANNOUNCEMENTS

Civil Service examination announcements at all levels can be very useful as counseling and informational tools in addition to being announcements of the time, place, and qualifications for taking examinations. These are frequently published by county and city governments as well as at the state and federal levels. Federal announcements are usually available from the nearest Federal Job Information Center. City and County announcements can be had upon request. It is sometines possible to be put on mailing lists and receive all new announcements as they are printed and distributed.

The State of California will put HRD Office and school placement or counseling offices and some other organizations on mailing lists so that they receive announcements of all examinations. This service is not available to individuals. Requests for this mailing should be sent to California State Personnel Board, 801 Capitol Mall, Sacramento, California 95814.

Los Angeles County will put school placement or counseling offices, state offices, and some other organizations on mailing lists so that they receive announcements of all examinations. This service is not available to individuals. Requests for this mailing should be sent to Los Angeles County Hall of Administration, 222 North Grand Avenue, Department of Personnel, Room 470, Los Angeles, California 90012.

RECRUITING MATERIAL PUBLISHED BY EMPLOYERS

Employers seeking new personnel frequently publish informative recruiting brochures. While these vary greatly in content, with some including information such as recent financial statements and company growth potential, many include descriptions of the job classifications in which the company recruits and the desirable qualifications for each classification. Traditionally these have been used to recruit at the bachelor's degree or above, but it has been noted that a number of national companies also publish material to attract young people into technician's level jobs, and entry jobs in other work areas. Related information describing the purpose or product of the company is also useful in helping to determine the kind of workers the organization is likely to need, and to prepare applicants seeking work by giving them some information about the company in advance.

Careers in California State Government, 1972, State Personnel Board, 801 Capitol Mall, Sacramento, California 95814.
Price: Free

Gives basic information on California and the scope of the government programs. Lists entry level positions by department. Emphasis is on jobs which are suitable for college graduates.

Career Opportunities With Fluor, Fluor Corporation, 2500 South Atlantic Boulevard, Los Angeles, California 90022.

Describes this engineering and construction company's operations and gives summaries of typical job assignments. Includes information on educational and other company benefits offered. Relates primarily to jobs requiring the bachelor's degree as minimum qualification for employment.

Careers in Public Health, 1970, California State Department of Public Health, Berkeley, California.
Single copies free.

Describes various jobs in the state public health service and includes minimum qualifications for entry.

Federal Career Directory, U.S. Civil Service Commission, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $1.25

Provides general information on Federal Government employment and detailed information on specific jobs and job qualifications. Relates to employment in California, Nevada, and the Pacific Overseas Area only.

The Foreign Service of the Seventies, 1970, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: 60¢

Describes foreign service careers. Primarily intended for bachelor's degree level people.

The Hospital People, Blue Cross of Southern California, 4777 Sunset Blvd., Los Angeles, California 90027.

Contains a number of brief, graphic accounts of incidents in the days of hospital worker.

Imagine What You Could Do in the Real World of Engineering, 1969, U.S. Government Printing Office, Washington, D.C. 20402.

Describes engineering job assignments and work situations in the U.S. Navy.

The Most Non-Stops to Success, Manager Personnel, American Airlines, Inc., 7000 World Way West, Los Angeles, California 90009.

Describes various areas of work in air transportation and provides specific qualifications data for entry jobs. Jobs described range from mechanics and flight attendants to pilots and management trainees.

Jet Age Aircraft Maintenance With United Air Lines, United Air Lines, Los Angeles International Airport, 6000 Avion Drive, Los Angeles, California 90009.

Describes United Air Lines maintenance program and the jobs included in it. Gives information on minimum qualifications for employment and company benefits. Relates primarily to jobs requiring high school graduation or G.E.D. test certification.

Professional Careers for Librarians, 1969, United States Civil Service Commission, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Gives information on libraries operated by the Federal Government, how to contact each library for further information, and requirements for basic eligibility.

Profiles - Careers in the U.S. Department of Agriculture, Superintendent of Documents, United States Government Printing Office, Washington, D.C. 20402. Price: $3.25

Describes the Department of Agriculture and its program. It includes information on the various career opportunities within the department.

Ralphs Road to Careers, Ralphs Grocery Company, 3410 West Third Street, Los Angeles, California 90020.

Describes history of company and its theories on merchandising. Actually prepared for use of new employees, but gives good information on company policy, scholarships, and other benefits.

We Take Risks, Fireman's Fund American Insurance Companies, 3333 California Street, San Francisco, California 94120.

Briefly describes insurance industry as a whole and the standing of the company in it. Gives graphic descriptions of various insurance specialties. Includes section on company benefits.

Note: Additional listings of Federal Government recruiting brochures may be found in Guide to Federal Career Literature, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

EMPLOYMENT TRENDS

No occupational library is complete without trend or forecast information on occupations and industries. This is stressed in such publications as Occupational Outlook, and is reflected more slowly in the addition and disappearance of titles from the Dictionary of Occupational Titles. Forecast information is written into most publications having to do with jobs. This section is concerned with publications primarily devoted to forecasting trends in industries and occupations.

Area Trends in Employment and Unemployment, Published Monthly, U.S. Department of Labor, Manpower Administration - METL, Washington, D.C. 20210.

Lists areas of high and persistent unemployment throughout the United States.

California Manpower Needs to 1975, 1969, State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, California 95814.

Projects occupational needs to 1975 for more than 150 occupational categories. Separate projections are made for new jobs and replacement needs.

Check List of Labor Market Information, 1971, Southern California Employment Data & Research, State of California, Department of Human Resources Development, 1525 South Broadway, Los Angeles, California 90015.

This is an annotated bibliography of publications primarily concerned with labor market information for California.

Employment by Industry for Cities in Orange County, 1972, Southern California Employment Data & Research, State of California, Department of Human Resources Development, 1525 South Broadway, Los Angeles, California 90015.

Gives breakdown of employment by city and percentage distribution of employment by industry for Orange County.

Employment by Industry for Statistical Area and Census Tract in Orange County, 1972, Southern California Employment Data & Research, State of California, Department of Human Resources Development, 1525 South Broadway, Los Angeles, California 90015.

Gives breakdown of employment by industry for Orange County as of July 1970.

How California Measures Employment and Unemployment, State of California, Department of Human Resources Development, Sacramento, California 95814.

Defines terms and methods used in making estimates of the employment and unemployment of the California civilian labor force.

Manpower Needs in Southern California, 1969, State of California, Department of Human Resources Development, Southern Area, Employment Data and Research, 1525 South Broadway, Los Angeles, California 90015.

Gives preliminary estimates of expected job opportunities in Southern California.

Manufacturing Firms in Orange County, 1972, State of California, Department of Human Resources Development, Southern Area, Employment Data and Research, 1525 South Broadway, Los Angeles, California 90015.

Lists employers in Orange County by Industry. Gives company name and address.

Occupational Outlook Handbook in Brief, 1972-1973 Edition, State of California, Department of Human Resources Development, Employment Data and Research, 800 Capitol Mall, Sacramento, California 95814.

This is a reprint of pages 12 through 33 of Occupational Outlook Quarterly for Spring of 1972. Lists employment outlook for various jobs.

MATERIALS ON EDUCATION AND TRAINING RELATING TO OCCUPATIONS

Announcements of adult education courses, junior college catalogs, technical school announcements, and state college and university catalogs are a useful addition to an occupational library, as they provide the "how to" part of information on job preparation. They list the courses required for certificates or degrees, along with brief descriptions of the course content. This information can assist a counselor in making general estimates of the importance of mathematics, science, or verbal skills in certain occupational fields, in addition to determining where certain courses are available.

The Blue Book of Occupational Education, 1971, CCM Information Corporation, New York, New Yoir, Editorial Director: Max M. Russell.
Price: $29.95

Lists occupational training programs by state, city, and school for the entire United States. Includes a cross reference from occupational training program to school.

Compendium of Educational Programs in Biomedical Equipment Technology, 1971, Technical Education Research Center, 44A Brattle Street, Cambridge, Massachusetts 02138.

Gives explanation of biomedical equipment technology as an occupation and lists institutions (mostly two year colleges and technical schools) which offer, or are planning to offer, training in this field.

Continuing Education Programs and Services for Women, 1971, Department of Labor, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: 70¢ Stock No. 20902-0042

Lists college and various brush-up programs for women including some offering vocational training and vocational counseling.

Courses Offered by California Schools, 1970, California State Department of Education, State Education Building, 721 Capitol Mall, Sacramento 95814.

Lists public and private institutions of higher education that offer courses approved for the training and education of veterans and other eligible persons under Title 38, U.S. Code.

Directory of Approved Allied Medical Educational Programs, 1972, American Medical Association, Department of Allied Medical Professions and Services, 535 Norht Dearborn Street, Chicago, Illinois 60610.
Price: $2.00

Lists all allied medical educational programs which were approved as of July 15, 1970, by the Council on Medical Education of the American Medical Association and fourteen collaborating organizations. Includes approved educational programs for 18 allied medical occupations which range from Medical Assistant to Physical Therapist. Gives data on entrance requirements, length of program, tuition, and stipends.

Financial Assistance for Library Education, 1970, Library Education Division, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

Lists financial assistance for library education offered by state library agencies, state library associations, and educational institutions. Includes list of graduate library school programs accredited by the American Library Association.

Handbook on International Study for U.S. Nationals, 1970, Institute of International Education, 809 United Nations Plaza, New York, N.Y. 10017.
Price: $7.00

Lists foreign schools and educational opportunities.

Lovejoy's Career and Vocational School Guide, Clarence E. Lovejoy, Simon and Schuster, New York.
Price: $3.95

Lists vocational career curricula by job title and state, and provides a cross reference listing of schools by state. Schools included are both public and private.

Occupational Programs in California Public Community Colleges, Office of the Chancellor, California Community Colleges, Sacramento, California.

Lists the 92 colleges in the California Community College system and gives the specific programs offered at each school.

Paraprofessional Training in Colleges and Universities, 1970-1971, Alexander, Aaron C., Office of New Careers, U.S. Department of Health Education and Welfare, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $1.75 Stock No. 1700-0087

Lists junior and senior colleges and universities and the vocationally oriented programs offered which relate to Health, Education and Welfare. Includes such job titles in the training listings as Teacher Assistant, Medical Office Assistant, Dental Assistant, and Physician's Assistant.

Vocational Education and Occupations, 1969, U.S. Department of Health, Education, and Welfare, Office of Education, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $2.25

Lists instructional programs related to occupations.

MATERIALS ON TESTING AND JOB GETTING

Samples of tests, descriptive information on the kinds of tests some organizations give, and material on test-taking techniques are helpful library items and can be used to explain to someone about to take employment tests what to expect, as well as providing some practice in test taking.

The KEN-BOOKS which provide sample questions and information on tests and the kind of tests given by some agencies and organizations can be helpful. These range from how to take California state examinations to entrance examinations for postal and police workers. Most are priced at $3.00 and $3.50. Complete lists of publications are available from KEN-BOOKS, 1368 Ninth Avenue, San Francisco, California 94122.

A similar series is published by ARCO of 219 Park Avenue South, New York, 10003. This list includes Civil Service Test Tutor, price $3.00, which contains general test practice material on verbal, vocabulary, reading comprehension and numerical skills. Others in this series concentrate on mechanical aptitude and spatial relations tests and clerical and office skills tests.

How to Beat the Establishment and Get That Job!, 1971, File, Norman and Howroyd, Bernard, Apple/One Publishing Company, 3923 West Sixth Street, Suite 416, Los Angeles, California 90020.
Price: $2.95

Suggestions on how to plan a job hunt, and get a job. Covers everything from preparation of resume to behavior at interview and tests.

How To Do It, 1971, State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, California 95814.
Price: Free

Gives detailed instructions on how to prepare a resume. Includes sample resumes of various types.

How to Prepare Yourself for Job Interviews, State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, California 95814.

One page leaflet on preparing for interview, what to do and conduct during interview.

TRAINING MATERIALS

Many occupational libraries will be used as a source of material for training counselors, placement workers, and others concerned with occupational information. All items included in the various sections of this paper are appropriate for this use, but in addition some special materials are useful and in some cases necessary.

Developing Your Manpower, 1970, U.S. Department of Labor, Government Printing Office, Washington, D.C. 20402.
Price: 60¢

Written as a practical guide for employers in dealing with such matters as employee selection, orientation, turnover, training, and personnel policies. Appendix contains a number of sample manpower forms and checklists. Also contains a brief bibliography of reference materials on sound employment practices.

Handbook for Analyzing Jobs, 1972, U.S. Department of Labor, Manpower Administration, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
Price: $2.50

Presents a structured procedure for obtaining and recording information about jobs in terms of the work performed and the requirements made on the worker by the job situation. This job analysis method is used by the U.S. Department of Labor to collect information for the Dictionary of Occupational Titles and related publications. The Handbook is therefore useful in understanding the concepts which underlie the Dictionary, particularly the worker trait requirements of jobs which are presented in the Worker Traits Arrangement in Volume II.

Handbook for Job Restructuring, 1970, U.S. Department of Labor, Manpower Administration, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: 55¢

Provides an outline guide for use in restructuring job systems in order to utilize available manpower resources more efficiently. Based on concepts which are presented in more detail in the Handbook for Analyzing Jobs.

Occupational Information, 1967, Hoppock, Robert V., McGraw Hill Book Company, 8171 Redwood Highway, Novato, California 94947.
Price: $10.50

Suggests methods of gathering occupational information and using it in counseling and in teaching.

Relating General Educational Development to Career Planning, 1971, U.S. Department of Labor, Manpower Administration, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: 50¢

Serves as guide to evaluation of individual educational levels achieved through personal development as well as formal academic training.

Standard Industrial Classification Manual, 1967, Office of Statistical Standards, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
Price: $4.50

Classifies industrial and government establishments by the type of activity in which they are engaged. Facilitates the collection, tabulation, presentation, and analysis of data relating to establishments. Covers the entire field of economic activity. Serves as a guide to functions covered by various industries.

LIBRARY ARRANGEMENT

There are a number of ways in which occupational information can be organized. In deciding upon a system to use, consideration should be given to the group of persons who will utilize the library, the volume of material to be included, the amount of available space, and the amount of staff time which is available for classifying, cross referencing, filing, and maintaining the various library items.

Hard-bound books may be shelved separately from leaflets and brochures, and can be arranged by author, by title, or by subject matter, with any needed cross references. Brochure materials are best maintained in pamphlet boxes, file folders, binders, or clipboards, depending upon the size of the material and the use which will be made of it.

Methods for classifying and filing material should be considered and one selected which is in keeping with the size and use of the proposed library. The code structure of the Occupational Group Arrangement (OGA) in Volume II of the Dictionary of Occupational Titles provides useful numbering system for occupational library arrangement, especially for printed pamphlets and brochures. The OGA is related to the first three digits of the occupational code number which expresses the area of technology for any given job. The use of this structure permits classification and grouping of the material according to the technology of the job.

In an occupational code, the first digit used represents nine broad Occupational Categories under which jobs can be classified. The addition of another number in the second digit position produces 83 intermediate Occupational Divisions.

It is these two-digit Occupational Divisions that form a practical basis for an occupational library arrangement. (See Volume II page 1 and 2 for a full list of these Divisions with their titles.) Not all of the Divisions would necessarily to used in the typical occupational library. They can be applied as needed.

In use, file boxes or folders would be assigned two-digit numbers for any needed Division. For example, all job information about printing occupations would be placed in folder number 65. Information about occupations in education would be in folder 09. The outline of the Divisions on page 1 and 2 of Volume II can serve as a handy and available guide to the folders without the need for a separate key.

As material is received it can be classified according to the appropriate Occupational Division, with any helpful cross references. If there is any doubt about which is the appropriate Division, the person making the classification can refer to the Occupational Group Arrangement on pages 33-213 in Volume II. As each Division appears in numerical order in the OGA it is defined. The person classifying can also be guided by the names of the three-digit Occupational Groups that fall under each Division and by the titles of jobs in the Groups. In cases where a Division is very large and needs to be broken down further for practicality, such as Division 07 "Occupations in Medicine and Health", the three-digit Occupational Groups themselves provide logical subheadings to use on folders within the Division.

Specific jobs can be quickly related to such a system. For example, if a client is interested in looking up information that may have been collected

about careers in police work, a quick check of the code for PATROLMAN (gov. ser.) 375.268 or POLICEWOMAN (gov. ser.) 375.268 provides the first two digits of 37 for the Division entitled "Protective Service Occupations." In folder 37 will be found all the collected information on Occupations concerned with "protecting the public against crime, fire, accident, and acts of war."

In another example of this filing system, a counselor may wish to review any information that may have been collected in the Occupational Library about state licensing requirements and vocational school possibilities for cosmetology work. The occupational code for COSMETOLOGIST is 332.271, indicating immediately that any information would be found in the folder for Division 33.

There are other systems which may be used. A small collection of books, pamphlets, and brochures can be arranged alphabetically simply by job titles. Grouping material by general industry or by the industrial designations assigned to jobs in the DOT also makes a workable filing system for the small library. Groupings can be devised which correspond to areas of education or vocational study, such as "Agriculture" or "Arts and Letters." This type of system is used by some university libraries.

Whichever method is selected, it is important to classify and mark individual pieces of occupational information as they are received in order to facilitate re-filing the item after each use.

SUPPLIES AND EQUIPMENT

Books, of course, are best kept in a bookcase or on a shelf, depending upon the space available and the size of the library. Metal or cardboard pamphlet boxes marked with file identification serve well to keep pamphlet materials in easy-to-find order. It is sometimes desirable to group materials from a given source or relating to a common subject in a loose-leaf binder for easy access. Clip boards are suitable for examination announcements and other single-sheet material which is frequently needed. If the material is to be placed in file drawers, filing cabinets and file folders are necessary.

KEEPING THE LIBRARY CURRENT

The importance of keeping the occupational library current and up-to-date cannot be over-emphasized. Occupations, occupational demand, and other related information are subject to constant and sometimes rapid change. Information gathered one year may well be out of date the next.

Some materials such as books cannot be disposed of and replaced constantly and so may continue to be used with the understanding that material other than general background information may have changed or may no longer be appropriate for certain geographic areas.

Pamphlet material which is more than a year old should be reviewed to evaluate its currency and usefulness. When up-to-date replacements are available, they should be obtained and the older material destroyed or placed in a file used only for out-of-date or "dead" material.

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